



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information:

**Job Title:** Assistant Director, Supply Chain & Cyber Directorate

**Position Number:** 17298

**Position Grade:** SNIS Executive Tier 2

**Salary Range:** None provided (not applicable for detailees)

**Vacancy Open Period:** 08/26/2021-09/10/2021

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** DNI/NCSC/SCD

**Duty Location:** McLean, VA

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for a SNIS Executive Tier 2 cadre position in the ODNI.

- An internal candidate to fill a SNIS Professional Tier 1 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Senior Service (SNIS, SES, SIS, DISES, DISL) employees. GS employees may not apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current Internal ODNI cadre.
- For a detailee assignment:
  - Current Federal Government employees.



## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission:

The mission of the National Counterintelligence & Security Center is to lead and support the U.S. Government's counterintelligence (CI) and security activities critical to protecting our nation; provide CI outreach to U.S. private sector entities at risk of foreign intelligence penetration; and issue public warnings regarding intelligence threats to the U.S.

## Major Duties and Responsibilities (MDRs):

The National Counterintelligence and Security Center's Supply Chain and Cyber Directorate (NCSC/SCD) addresses supply chain and cyber threats posed by Foreign Intelligence Entities to the United States' national security and economic competitiveness by providing leadership and support to the IC and our Federal Partners in acquisition, counterintelligence, security, and information management. NCSC/SCD leads Senior-Level community forums consisting of the IC and our Federal Partners with a focus on implementing and evolving key directives found in Intelligence Community Directive 731, the SECURE Technology Act, the Committee on National Security Systems Directive 505, and many others. The incumbent will:

Serve as the Assistant Director of the Supply Chain & Cyber Directorate (SCD) within the National Counterintelligence and Security Center (NCSC).

Represent NCSC in supply chain fora, providing community vision, guidance, and leadership as appropriate to advance the various strategic priorities and policies related to SCRM.

Lead and manage a professional staff in successfully defining and managing complex programs and projects that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies, high risks, and multiple interfaces; ensure timelines, costs, deliverables, and outcomes are achieved according to approved plans.

Advise the DNI by providing alternative approaches and strategies for IC and Federal partner SCRM programs, requirements, and budgets to establish priority objectives, address projected threats, estimate costs, and identify resource constraints.

Ensure SCD's internal budget and financial resources are effectively and efficiently implemented. Provide timely and full sharing of SCD activities across NCSC and leverage ongoing activities to identify efficiencies and inform SCD's workflow.

Maintain effective working relationships with other ODNI and IC components and other government agencies to address issues that span multiple mission or program areas.

Recruit, mentor, and lead a workforce that delivers outcomes. Integrate ODNI cadre, detailees, assignees, and contractors into a cohesive team with a comprehensive understanding of current foreign intelligence threats to the US and our allies that actively develops 21st century solutions.

Provide staff guidance, assess performance, oversee goal setting, and give feedback on personal and professional development. Mentor and encourage government staff to lead initiatives and gain career enhancing experience.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## Mandatory and Educational Requirements:

Expert knowledge of and familiarity with ODNI and IC Counterintelligence and Security activities, missions, goals, and objectives.

Superior understanding of the executive/legislative decision-making process.

Excellent communication skills, both written and oral, and demonstrated ability to produce clear, logical, and concise products.

Outstanding interpersonal skills and ability to work effectively, independently, and in a team or collaborative environment addressing controversial issues.

Strong analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop recommendations.

## Desired Requirements:

Past experience working with SCRM-related entities within the US Government.

## Key Requirements and How to Apply:

### Internal ODNI Cadre Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either [dni\\_coo\\_hrm\\_semo\\_wma@cia.ic.gov](mailto:dni_coo_hrm_semo_wma@cia.ic.gov) (classified email system) or [DNI\\_CMO\\_HC\\_SEMO@dni.gov](mailto:DNI_CMO_HC_SEMO@dni.gov) (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both [HOYLEGR@dni.ic.gov](mailto:HOYLEGR@dni.ic.gov) (*Greta H.*) and [cartecd@dni.ic.gov](mailto:cartecd@dni.ic.gov) (*Cynthia C.*) in lieu of the group address above.

## Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should **NOT** contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package **ONLY**, you may call 703-275-3300.

## **What to Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3300; Email: [DNI\\_CMO\\_HC\\_SEMO@dni.gov](mailto:DNI_CMO_HC_SEMO@dni.gov)

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**